

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 11-111**

OPEN TO: In-House Applicants Only
TITLE: AID Project Management Specialist
GRADE: FSN-12 (Rs. 3,211,456 p.a. to Rs. 6,005,450 P.A.)
LOCATION: PESHAWAR

OPENING DATE: July 14, 2011
CLOSING DATE: July 27, 2011
AGENCY: USAID

BRIEF DESCRIPTION OF DUTIES: The USAID Project Management Specialist - Economic Growth and Agriculture (EG and AG) serves as the senior EG Specialist in the USAID Peshawar Field Office. The Specialist has responsibility for coordinating and monitoring USAID/Pakistan, Peshawar Field Office EG and AG programs in the Federally Administered Tribal Areas (FATA) as well as in the Khyber Pakhtunkhwa (KP) province. The EG and AG portfolios include activities under the Livelihoods Development Program, supporting programs in community development, cash for work, vocational and skills development, agriculture, and micro-small-and medium-enterprise development. The Livelihoods Program is a five year program begun in 2008 and is designed to provide measurable, sustainable economic growth for communities in the FATA and the KP. The Specialist is based in the Peshawar Field Office, under the general supervision of the Deputy Mission Director for FATA. The Specialist advises USAID Mission management, as well as the US Consulate in Peshawar on EG and AG issues in the FATA/KP, including a wide range of economic, agriculture, private sector, trade, fiscal, and financial reform issues and their implications for USAID programs/projects/activities. The Specialist assumes a lead role in designing Economic Growth interventions, especially in the trade and minerals sectors, and for agriculture development initiatives for the FATA/KP, in close consultation with key public and private-sector stakeholders. The Specialist is responsible for monitoring and evaluation (M&E) for all activities funded under the Livelihoods Program, as well as for other programs supporting EG and AG development in the USAID/Peshawar Field Office area of responsibility. The Specialist supervises the EG and AG Team in the Peshawar Field Office, and reports to the Deputy Mission Director for FATA, and USAID/Pakistan in Islamabad, on the overall progress and issues related to the EG and AG portfolios. The Specialist maintains senior-level contacts on behalf of Mission management in the FATA/KP, including the FATA Secretariat, FATA Development Authority, political agents, tribal leaders, Civil Secretariat GoKP, Sarhad Chamber of Commerce, Tribal Chamber of Commerce, the donor community, civil society organizations, and other stakeholders. The Specialist reports to USAID/Washington on EG and AG programs in the FATA/KP, and contributes to Mission strategy statements and reporting streams. The Specialist is the first-line supervisor for one FSN Specialist and one FSN Assistant.

QUALIFICATION REQUIRED:

EDUCATION: A Master's Degree in economics, business administration, finance, economic and social development, agricultural economics, or law is required.

EXPERIENCE: A minimum of seven years of progressively responsible experience at mid- to senior-professional or management levels in Government, NGOs, the private sector, or with another international or donor organization; and, mid- to senior-level experience in policy and strategy development, and in program design for multi-sector development programs.

LANGUAGE: Level IV English and Urdu (fluent proficiency), in both written and spoken English, is required. In addition, Level III (good working knowledge) of spoken Pashto is required in order to communicate directly with outside contractors, and to interact with authorities in the FATA/NWFP/KP.

KNOWLEDGE: An in-depth knowledge of a broad range of economic growth (EG) issues, with emphasis on microfinance, small- and medium-enterprise development, agriculture, higher education, and trade is essential. The successful candidate will possess a fluency of both the theoretical underpinnings of economic growth programming, and agricultural support, as well as practical knowledge on the same topics. Knowledge of the specific economic growth and agriculture issues in the FATA/KP, and in Pakistan generally, including macroeconomic as well as private-sector and agriculture-related areas is highly desirable. Knowledge of the organization's priorities in EG and agriculture is required. Knowledge of the strategies, programs, and working methodologies of other donor agencies

(both bi- and multi-lateral) in the EG sector in the FATA specifically, and in the KP and Pakistan generally is required. Must have knowledge of the structure and workings of the USG in Pakistan. A thorough knowledge of issues relating to overall development in the FATA/KP, and in Pakistan generally, and its strengths and vulnerabilities is demanded.

ABILITIES & SKILLS: The work requires highly developed technical abilities and capabilities in development economics, small- and medium-enterprise development, microfinance, agriculture, and in the private sector. The ability to advise the Deputy Mission Director, FATA/KP, the Mission Director, and other USAID staff at all levels on FATA/KP developments and issues across a wide range of EG and economic-related topics (such as macro-economic policies affecting development; an appropriate regulatory environment for finance and private business sectors; key barriers to expansion of small and medium enterprises, microfinance, agriculture, trade, etc.; and, fiscal and financial reform issues), and their implications for the organization's programs is needed and, a developed capability in program design, budgeting, implementation, monitoring, and evaluation is essential. The ability to conceptualize and articulate EG and Agriculture strategies, design EG programs/projects/activities, and organize, analyze, and interpret EG and Agriculture sector data; to effectively communicate complicated policy, strategy, and program issues, orally and in writing; and, to write complex papers and other documents in a clear, concise, and well-organized manner is required. Excellent interpersonal, coordination, and bureaucratic skills, and the ability to successfully coordinate with all levels of personnel, and with the U.S. Consulates, are required in order to advance program interests. The Specialist must be able to handle sensitive issues diplomatically, represent the organization authoritatively, and use good judgment in speaking on behalf of the organization and the USG in high-level meetings with the GoP, IPs, NGOs, and other donors, and in conferences, seminars, workshops, etc. And, the Specialist must possess strong organizational management skills.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 11-15) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: July 27, 2011

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.